



# GUIDELINES: NEIGHBORHOOD ASSOCIATION GRANT

Keep Lincoln & Lancaster County Beautiful's Neighborhood Association Grant Program assists neighborhood associations by reimbursing expenses associated with neighborhood cleanup projects.

## Guidelines

1. This grant program is for neighborhood associations only. Applications are accepted on an ongoing basis and can be completed online at the KLLCB website. Funding for this program is limited and applications are considered on a first-come, first-served basis.
2. Cleanups can take place any time throughout the year. Final reports must be submitted no later than one month after completion of the cleanup project.
3. Award amounts are based on reimbursement of expenses incurred for cleanups conducted by neighborhood associations. Other factors that may be taken into account when determining grant awards include recycling efforts, use of cost-effective disposal methods, donations/in-kind contributions and completeness of final report.
4. The project must incorporate a recycling plan in order to receive funding. At minimum, the recycling plan should indicate what material will be recycled and how it will be recycled.
5. Cleanup costs must be estimated on the grant application and will be approved in advance of the project. Only authorized and documented expenses will be reimbursed. Unauthorized expenses that exceed the approved amount will be the responsibility of the Neighborhood Association. Acceptable expenses include:
  - Roll-off dumpsters
  - Landfill gate fees
  - Equipment & tools - rental only, no purchasing (trailers/wagons/loaders, fuel - \$30 limit, power tools, etc.)
  - Tire recycling fees (limited to \$250)
  - Recycling fees (appliances, electronics, propane tanks and cylinders, recycler pickups, etc.)
  - Brush and clippings (must be in separate roll-off and must get brush coupon from KLLCB before disposal)
  - Event promotion and education - must be specific to the cleanup (limited to \$250)For questions about items not listed contact the KLLCB Coordinator.
6. Items that should not be collected and cannot be reimbursed include:
  - Household garbage
  - Household hazardous waste
  - Yard waste (grass clippings, leaves, etc.)
  - Liquids of any kindUnapproved expenses will be the responsibility of the Neighborhood Association.
7. Pictures of the project are required. Take photos before, during and after that show volunteers in action or amounts and types of materials collected. Awards will not be distributed if pictures are not submitted. Digital photos are preferred but printed photos will be accepted.
8. Liability waivers provided by KLLCB must be signed by all participants and returned with the Final Report.

9. The Final Report Form (including expense documentation) must be submitted within one month of project completion. A cleanup checklist is available to help track the information required for the Final Report. Required documentation includes:
- Number of volunteers and amount of hours worked (include planning, organization and implementation).
  - Size of area cleaned up (for litter cleanup only, indicated on map provided by KLLCB).
  - Amount of material collected and properly disposed of.
  - Expenses (item, company paid and amount).
  - List of organizations involved.
  - Donations and in-kind contributions (transportation costs, food and drink, etc.).
  - Project wrap-up and any additional comments or suggestions.
10. Community Improvement Grants are also available to neighborhood associations. If your association is applying for a Neighborhood Cleanup Grant AND a Community Improvement Grant use the Dual Application Form.

Please allow two weeks from the time of submission for a response from KLLCB. Once the application has been submitted, reviewed and approved the KLLCB Coordinator will contact you to go over project details and make arrangements for supplies pickup. KLLCB can provide trash bags, safety vests, gloves and other helpful tools.

For more information:

Keep Lincoln & Lancaster County Beautiful, 3140 N Street, Lincoln NE 68510  
402-441-8035, [klcb@lincoln.ne.gov](mailto:klcb@lincoln.ne.gov), [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: KLLCB

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